



Event Vendors Requirements and Recommendations

The Everett Fire Department is committed to promoting public safety and ensuring that your event is successful and safe. The purpose of these guidelines is to familiarize event promoters and vendors with fire and life safety requirements enforced by the Everett Fire Department.

Please review and adhere to the fire safety guidelines listed below:

- Fire lanes must not be restricted at any time, including during set up and tear down.
- Extension cords must be 12-14 gauge cords and three-prong (grounded) cords.
- Extension cords must be in good condition - not worn, cracked or in disrepair.
- Extension cords must be unplugged at the end of each day.
- Extension cords cannot be plugged into each other, also known as daisy-chaining or piggy-backing. If using multiple cords, use UL approved multiple plug outlets with a circuit breaker reset button.
- Compressed gas cylinders (such as helium or LPG tanks) must be secured in an upright position using elastic straps or chains to prevent tip over.
- If the use of an open flame is required for your art, craft, or other booth feature, a temporary Special Operations Permit is required. Please contact Everett Fire Marshal's Office at 425-257-8120 to obtain a permit. Use of open flame under tents is not permitted.
- It is recommended that each booth contain a 2-A:10-B:C Dry Chemical Fire Extinguisher, if using an open flame.
- Tent or membrane structures must be secured to avoid being blown or tipped over.
- Tent or membrane structures shall be flame resistant, and the manufacturer's label stating flame resistance shall be attached to the tent.

